

NIMS 300 AND 400 COURSE GUIDELINES

As of December 1, 2011, all National Incident Management System (NIMS) 300 & 400 level courses taught in the State of Minnesota must be confirmed prior to course delivery with the division of Homeland Security and Emergency Management (HSEM) Training Program. HSEM will use the NIMS guidance to appropriately direct those interested in holding these courses. Please email your request to HSEM.Training@state.mn.us if you are interested in holding these courses, along with a statement reflecting how this training supports your core capabilities.

- All NIMS 300 & 400 level state course instructors must meet FEMA instructor standards and qualifications and be approved by the SAA TPOC prior to teaching a NIMS 300 & 400 level course. Since all instructors teaching this course will be held to a baseline instructor standard, you will need to email your SAA TPOC to verify if the instructor you wish to use has met this standard. Potential instructors should contact the SAA TPOC to have their credentials reviewed and approved. HSEM will work to ensure preparedness efforts for instructors are steadfast.
- Students participating in NIMS ICS-300 are REQUIRED to take the following Prerequisites per the Emergency Management Institutes guidelines: IS-100.b, Introduction to the Incident Command System (ICS), ICS-100; IS-200.b, Incident Command System (ICS) for Single Resources and Initial Action Incidents, ICS-200; IS-700.a, National Incident Management System (NIMS), An Introduction; and IS-800.b, National Response Framework (NRF), An Introduction. Students participating in NIMS ICS-400 are REQUIRED all of the above Prerequisites plus ICS 300 prior to taking the course. If the course is taught by a State of Minnesota validated instructor and approved by the SAA TPOC, it is essential that the students participating in the course all have taken the above prerequisites in order to receive their completion certificates. It is also recommended that students have experience using concepts and principles from ICS-100 and ICS-200 in a response or exercise.
- Course materials used must be the current FEMA approved: G300 – ICS-300 Intermediate ICS for Expanding Incidents, or the G400 – ICS-400 – Advanced ICS Command and General Staff – Complex Incidents. An electronic copy of the materials will be given to all qualified and approved instructors from HSEM's SAA TPOC when they are scheduled to teach, which will ensure the most up-to-date materials are being used. Duplication of course materials is the responsibility of the instructor when NOT an EMI or TEEX course, and may be done electronically or in paper form. HSEM will NOT produce materials for any courses.
- The ICS 300 course is required to have a minimum of 18 contact hours, and the ICS 400 course is required to have a minimum of 14 contact hours, both excluding breaks. Class attendance via sign-in sheets must be reported to the state SAA TPOC for recording.

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- Course instructor's evaluation scores will be periodically reviewed to ensure instructors maintain a baseline level of quality. HSEM reserves the right to "disapprove" an instructor if their course evaluation scores fall below the baseline.
- HSEM will only issue "Certificates of Completion" for NIMS 300 & 400 level state courses that have followed this policy. EMI and TEEX/NERRTC will issue their completion certificates separately. Students will need to submit their completion certificates from EMI/TEEX to HSEM for recording.
- Approval by HSEM's SAA TPOC of the instructor/agency conducting this training is not approval for using grant training dollars. Those wanting to use grant monies for these courses must follow the grant approval process.